

# How to Apply for Approval to Conduct Bingos & Raffles

consumer**brief**

## APPLICANTS SHOULD BE AWARE THAT THERE ARE THREE STEPS IN THE PROCESS:

1. Registration as a “qualified” organization;
2. Municipal approval of the specific event; and
3. State review of the municipality-approved application.

## HERE ARE THE DETAILS:

1. You must first be registered as a “qualified” organization, with an identification number issued by the State. In order to be qualified, request that the New Jersey Legalized Games of Chance Control Commission (Commission) send you the appropriate application form. There is an initial registration fee of \$50. It is **nonrefundable**, whether or not the application is approved. Senior citizen clubs and senior organizations are exempt from the registration fee but, like all other groups, must be registered. The fee is payable by **certified check** or **money order** made out to the “**Legalized Games of Chance Control Commission.**” The initial registration is good for two years and it can be renewed every two years thereafter for \$50. Contact the Commission by writing to P.O. Box 46014, Newark, NJ 07101 or calling 973-273-8000.

Please note that, with some exceptions, your organization must also be registered with the New Jersey Charities Registration and Investigation Section (C.R.I.). If you have

questions concerning whether your organization is, or needs to be, registered with C.R.I., please call 973-504-6215.

2. Well in advance of the fund-raising event, go to the town hall of the municipality where the games or raffle will be held and get municipal approval. You will need to show the original registration certificate you received from the Commission which establishes that your organization is “qualified.” The municipal license is **inactive** until the Commission approves it. The municipality will collect both State and municipal license fees, as required, for each event.
3. The municipality sends a copy of the application to the Commission and its Investigative Unit then has 14 days from the day of receipt to review it. If there is a problem, the Commission notifies the municipality and the organization within this period. If there is no communication, you can assume the State has approved the game application. You may then call the town hall for confirmation and pick up your license.
4. You should also remember that if you are going to run a “Casino Night,” “Monte Carlo Night,” “Armchair Races” or “Night at the Races,” you must contact the Commission’s Investigative Unit (973-273-8000) because there are special procedures for these game nights.



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